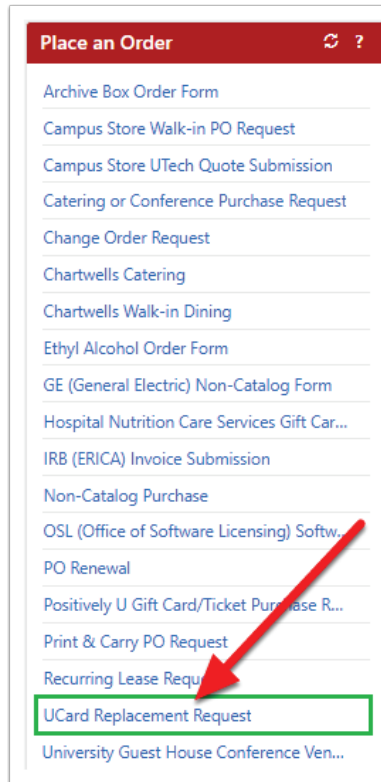


Use this form to request replacement UCards.

**A. Locate the form**

The form is found in the Place an Order Section of the UShop Shopping Dashboard



**B. Complete the form**

**UCard Replacement Request**

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**

**UShop**  
MARKETPLACE

**UShop Operations**  
University of Utah  
201 S. President's Circle,  
Room 170  
Salt Lake City, UT 84112  
(801) 585-2255  
ushop@utah.edu

**Form Instructions:**  
Use this form to order a replacement or updated UCard for an employee.

**This form should only be used if the cost will be covered by the employee's department.**

**Employee/UCard Info**

UCard replacement is for: 1 Please select...

Type of card replacement: 2 Please select...

If your UCard was damaged while working, replacement is free. [Click here for more info on the replacement process.](#)

Cardholder Name (First & Last):

Cardholder ID# (uNID):

Preferred name (name as it should appear on the UCard):

Department name to appear on UCard:

Classification: 3 Please select... 4

If "Other" is selected above, specify classification here: 5

UCard Stripe Color: 6

Badge Credentials:

Job Title to Appear on UCard:

Is a new UCard photo needed?: 7 Please select... 8

\*Note: if yes is selected above, the employee will need to visit a UCard office in person to have a new photo taken.

**UCARD**

**UCard Union location**  
Central Campus Dr, Room 8  
Salt Lake City, UT 84112  
(801) 581-CARD  
ucard@utah.edu  
**Hours:**  
Mon-Thurs 8am-6pm  
Fri 8am-5pm

**UCard SOM location**  
30 N 1900 E  
Level A, Room AC 143C  
Salt Lake City, UT 84132  
(801) 581-5955  
ucard@utah.edu  
**Hours:**  
Mon-Fri 7am-7pm

**Delivery/Pick-up Info**

Delivery Method: 9 Please select...

If [delivery is selected](#), your order will be delivered via campus mail to the shipping address selected on the requisition.

If [pickup is requested](#) or a new photo is needed, the UCard may be picked up the location selected above.

**Supplier Info**

Email (HTML Attachment): ucard@utah.edu

**Supplier** UCARD OFFICE, UNIVERSITY OF UTAH

**Fulfillment Address** USHOP UCARD PURCHASES:  
200 S CENTRAL CAMPUS DR #158  
SALT LAKE CITY, UT 84112 US

Supplier Phone +1 801-581-2273

1. Select from the dropdown menu to indicate the organization needing a replacement UCard:  
This informs the UCard Office how to brand your card, the logo placement, etc.

**Employee/UCard Info**

**UCard replacement is for:** Please select...  
Main Campus  
UHealth  
UHealth & Huntsman Cancer Institute  
UHealth & Moran Eye Center

**Type of card replacement**

If your UCard was damaged while working, replacement is free. Click here for more info.

2. Use the drop down menu to indicate the type of card to be replaced. The cost of each card type is displayed:

**UCard replacement is for:** Please select... ✓

**Type of card replacement** Please select...  
Badge, Title or Dept. change (15.00)  
Lost/Replacement Card (20.00)

If your UCard was damaged while working, replacement is free. Click here for more info.

3. Was the original card damaged while working?  
If so, you will follow a different process to obtain a free replacement card. Click to view instructions for that process.

If your UCard was damaged while working, replacement is free. [Click here](#) for more info on the replacement process.

4. Provide cardholder name and uNID, preferred name and department name to appear on card:

**Cardholder Name (First & Last)**

**Cardholder ID# (uNID)**

Preferred name (name as it should appear on the UCard)

**Department name to appear on UCard**

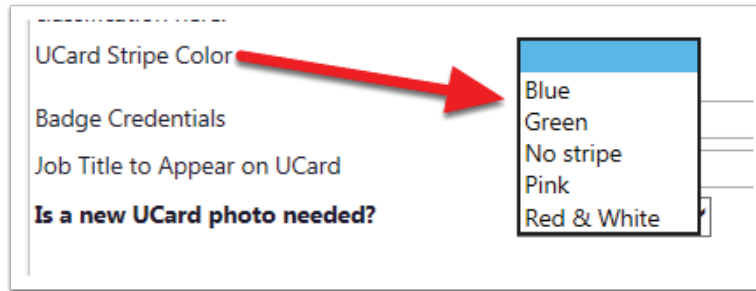
5. Select the classification from the dropdown menu. If "Other", type classification in the field provided.

**Classification** Please select...  
Faculty  
Other (specify in box below)  
Staff  
Staff & Student  
Student

If "Other" is selected above, specify classification here.

UCard Stripe Color

6. Select preferred UCard stripe color:



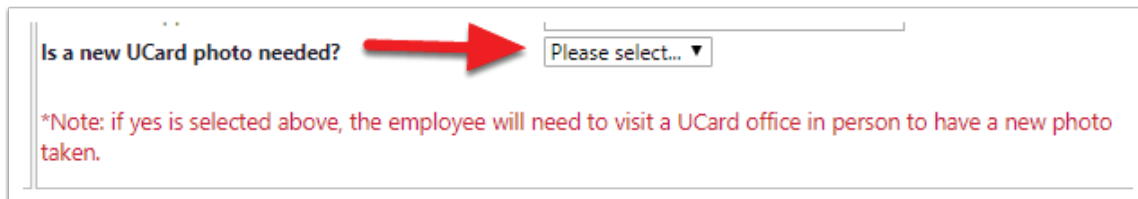
A screenshot of a form section titled "UCard Stripe Color". A red arrow points from the label to a dropdown menu. The dropdown menu is open and shows the following options: Blue, Green, No stripe, Pink, and Red & White. The "Red & White" option is selected, indicated by a checkmark in a small box to its right.

7. Type Badge credentials and Job Title:



A screenshot of a form section with two input fields. The first field is labeled "Badge Credentials" and the second is labeled "Job Title to Appear on UCard". Both fields are highlighted with a yellow background.

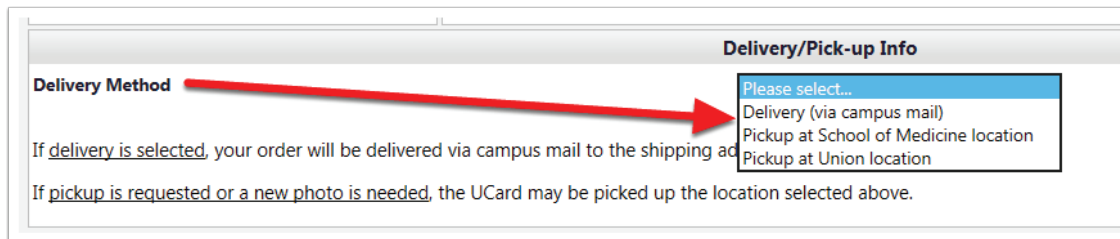
8. Indicate whether a new photo is needed. Note that a new photo must be taken in-person at the UCard office:



A screenshot of a form section titled "Is a new UCard photo needed?". A red arrow points from the label to a dropdown menu. The dropdown menu is open and shows the following options: Please select..., Delivery (via campus mail), Pickup at School of Medicine location, and Pickup at Union location. The "Please select..." option is selected.

*\*Note: if yes is selected above, the employee will need to visit a UCard office in person to have a new photo taken.*

9. Select Delivery method / Pick up location:



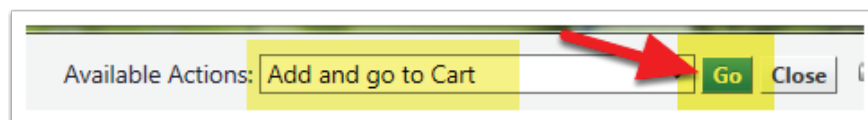
A screenshot of a form section titled "Delivery/Pick-up Info". A red arrow points from the "Delivery Method" label to a dropdown menu. The dropdown menu is open and shows the following options: Please select..., Delivery (via campus mail), Pickup at School of Medicine location, and Pickup at Union location. The "Please select..." option is selected.

If delivery is selected, your order will be delivered via campus mail to the shipping address.

If pickup is requested or a new photo is needed, the UCard may be picked up at the location selected above.

### C. Add and Go to Cart

When the form is complete, find the Available Actions dropdown in the upper right corner of the form. Select Add and go to cart, and click Go:



A screenshot of a form section titled "Available Actions". A red arrow points from the "Add and go to Cart" option to a "Go" button. The "Go" button is highlighted with a green background.

### D. Complete as with other orders in UShop.